

Limousine Chauffeur Permits

**Georgia Department of Driver Services
Regulatory Compliance Division**

November 12, 2009



Regulatory Compliance Division

Regulatory Compliance Division Management Team



- **Mike Mitchell, Division Director**
- **Kecia Bivins, Regulatory Manager**
- **Jodie L. McLeod, Compliance Manager**

Program Areas

The Georgia Department of Driver Services (DDS) is the agency statutorily responsible for administering the following programs:

- DUI Alcohol or Drug Use Risk Reduction
- Ignition Interlock
- Driver Training
- Third Party Testing
- Driver Improvement
- Alcohol and Drug Awareness
- Limousine Chauffeur Permits

Regulatory Compliance Division Program Assistant



Teresa Galbreath
tgalbreat@dds.ga.gov
678-413-8474



Chauffeur Application Requirements



Chauffeur Requirements

Applicants must meet the following requirements to obtain Chauffeur Permits:

- Be at least 18 years of age
- Possess a valid Georgia Driver's License
- Submit an Authorization Letter from a Limo Carrier certified by the Public Service Commission
- Pass Background Check
- Submit 2 2x2 photos
- Remit a \$15 application fee

Permit is valid for a 4 year term.



New and Improved Applications

Limo Chauffeur Application



Department of Driver Services - Windows Internet Explorer

http://www.dds.ga.gov/

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Department of Driver Services

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Driver License Information

- New to Georgia
- Fees
- Road Test Appointments
- Renewals
- Address Change
- ID Cards
- License Fraud
- Real ID
- Payment Options

Driver Training

ADAP

Defensive Driving

DUI

Teen Drivers

- Joshua's Law
- Learner's Permit
- First License

Commercial Driving

Forms and Manuals

Business Partners

- Court Reporting
- Court Bulletin

Rules and Regulations

Important-Office Closures : We are implementing a new Driver's License system in the coming months. During this time, Customer Service Centers may be closed for training in addition to holidays and furlough days. View the calendar of office closures.

Coming Fall 2009

New License FAQs

Locations

Enter your zip code:

GO

Links

- Georgia.gov
- Georgia Navigator
- Accident Reports
- AAMVA
- Car Tags and Titles
- Joshua's Law
- Real ID
- Teen Driving Safety 101

More...

Save Time with DDS Internet Services

Replacement of Lost License	Reservation Status
Driving History (MVR)	Request New Password
Online Address Change	Log into your Account
Driver's License Renewal	Order Status
Motorcycle Safety Training	Questions/Comments

How can we help you?

Lost License Driving History (MVR)

Reservations Driver Manual **NEW**

Approved Driver Training Schools for Teen Drivers

Georgia Identification Card for Voting Purposes

How Do I...?

W&C.L.R.E.

Your Opinion Counts

Send Us your Comments

In the News

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Limo Chauffeur Application



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http://www.dds.ga.gov/FormsandManuals/index.aspx

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Forms And Manuals - DDS

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Forms and Manuals

To view the forms provided by our website you will need
Adobe Acrobat Reader on your PC.

MANUALS

2009 Driver's Manual	1.34MB	
Commercial Driver's Manual NEW	1.96MB	
Motorcycle Operator Manual	1.95MB	
Non Commercial A/B Manual	214KB	
Parent/Teen Driving Guide	1.57MB	

PUBLIC MAIL TO ADDRESS:

Department of Driver Services
P.O. Box 80447
Conyers, Ga. 30013
Attn: Customer Service Licensing and Records

BUSINESS MAIL TO ADDRESS:

Department of Driver Services
P.O. Box 80447
Conyers, Ga. 30013

FORMS

PUBLIC USE

COMMERCIAL DRIVERS

CDL Application Fee Exemption Certification For Public School Bus Drivers	DS-1233	30KB	
CDL Vision Exemption	DDS-VE1	87KB	
Medical Examination Report for CDL Drivers		58KB	
Application for Farm Related Service and Industries Waiver	DS-1229	57KB	

GENERAL

Affidavit for Identification Card for Voting Purposes	DDS-579	49KB	
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Limo Chauffeur Application

Forms And Manuals - DDS - Windows Internet Explorer

http://www.dds.ga.gov/FormsandManuals/index.aspx

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Forms And Manuals - DDS

DUI Program Rebate Notice 		93KB	
Important Notice Regarding RRP Operations Guidelines		29KB	
Program Recertification	RC-RPROG-100	108KB	
Program Relocation	RC-PR-100	113KB	
IGNITION INTERLOCK			
Center Recertification	RC-RPROG-100	108KB	
Center Relocation	RC-PR-100	113KB	
Complaint Form 	RC-550	22KB	
IIP New Provider Center	RC-IIP-100	265KB	
LIMOUSINE CHAUFFEUR			
Complaint Form 	RC-550	22KB	
Limo Chauffeur Permit Advisory 		226KB	
Limousine Chauffeur Permit Application	RC-CP-100	74KB	
MOTOR CYCLE			
Motorcycle Coach Application	DS-7017	38KB	
THIRD PARTY TESTING			
2009-2010 Training Opportunities		51KB	
Complaint Form 	RC-550	22KB	
TPT Examiner Recertification	RC-PROG-100	227KB	
TPT New Examiner	RC-TPT-200	279KB	
TPT New Tester	RC-TPT-100	242KB	
TPT Tester Recertification	RC-PROG-100	227KB	

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Limo Chauffeur Application



Limousine Chauffeur Permits Checklist

PLEASE READ CAREFULLY, AS THE APPLICATION HAS BEEN RECENTLY REVISED

- ☐ All applicants must sign the statement of completion at the bottom of this page and include with the application.
- ☐ Applicants must be at least 18 years of age.
- ☐ Applicants must drive for a Limousine Company that holds a Limousine Carrier Certificate from the Public Service Commission.
- ☐ An authorization letter from the Limousine Company must be submitted with the application.
- ☐ Applicants must submit a \$ 15.00 cashier's check or money order made payable to **DEPARTMENT OF DRIVER SERVICES. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.**
- ☐ Send (2) 2" X 2" color photos.
- ☐ **Attach a copy of your valid Georgia Driver's License.**
- ☐ Sign consent for background check and have it **NOTARIZED. (TEMPLATE ATTACHED)**
- ☐ Complete, sign and have the **LIMOUSINE CHAUFFEUR PERMIT APPLICATION NOTARIZED.**

STATEMENT OF COMPLETION

Pursuant to DDS Rule 375-5-5-06 (4) states: Chauffeur Permits shall be valid for four (4) years or until suspended, cancelled or revoked. Renewals are handled in the same manner as a new application. Duplicate or replacement Permits are \$15.00.

I hereby certify that this application includes all documents which are required to be attached, for the permit applied for, as outlined above. I understand that an incomplete application or application lacking the necessary attached paperwork may result in my application not being processed and delay in receiving my Limousine Chauffeur Permit.

Print Name _____

Legal Signature _____

Date _____

Please submit application & supporting documents to:


Georgia Department of Driver Services
REGULATORY COMPLIANCE DIVISION
ATTN: CHAUFFEUR PERMITS
2206 East View Parkway
Conyers, GA 30013

An application drop box is also available at the entrance of the Conyers Customer Service Center.

RC-CP-100 (09/09)



Limo Chauffeur Application



Limousine Chauffeur Permit Application

SECTION 1: Applicant Information

Last Name	First Name	Middle Name	Suffix
Date of Birth	Driver's License #	State	Social Security #
Home Address	City	State	Zip Code
Mailing Address <input type="checkbox"/> Same as above	City	State	Zip Code
Limousine Company	Company phone		
Company Address	City	State	Zip Code
Company Website	Company Email Address	Applicant Email Address	

SECTION 2: Applicant Qualifications

2.1 Are you a United States citizen?
☐ Yes ☐ No

2.1.1 If you answered "No" to question 2.1, are you legally present in the United States?
☐ Yes ☐ No

NOTE: Acceptable proof of citizenship or lawful presence may be required.

SECTION 3: Criminal History

3.1 Have you ever been convicted of or plead guilty or nolo contendere to any crime?
☐ Yes ☐ No

3.1.1 If you answered "Yes" to question 3.1, please give the nature of the conviction in the area below.

Charge	State and County	Date
Charge	State and County	Date

3.2 Are you currently on probation for any criminal offense in this or any other state?
☐ Yes ☐ No

3.2.1 If you answered "Yes" to question 3.2, please give the nature of probation in the area below.

Charge	State and County	Date
Charge	State and County	Date

RC-CP-100 (09/09)



Limo Chauffeur Application



3.3 Are there any criminal charges currently pending against you?
☐ Yes ☐ No

3.3.1 If you answered "Yes" to question 3.3, please provide the nature of the charges below.

Charge	State and County	Date
Charge	State and County	Date

3.4 Have you received a pardon for any of the offenses listed above?
☐ Yes ☐ No

3.4.1 If you answered "Yes" to question 3.4, please attach copy of the pardon.

SECTION 4: Driving History

4.1 Do you currently possess a valid driver's license?
☐ Yes ☐ No

4.2 In the area provided below, please list your driver's license number, the state that issued it to you, and the month, date, and year it expires.

Driver's License Number	State	Expiration Date
		/ /

4.3 Is your driver's license or driving privileges currently cancelled, suspended, or revoked in this state or any other jurisdiction?
☐ Yes ☐ No

4.4 Are there any *pending* cancellations, suspensions, or revocations against your driver's license?
☐ Yes ☐ No

4.5 Has your driver's license been cancelled, suspended, or revoked within the past five (5) years?
☐ Yes ☐ No

4.5.1 If you answered "Yes" to question 4.5, please list the State(s) that revoked, suspended, cancelled, or denied your driver's license and the reason(s)

State	Reason	Month/Year



Limo Chauffeur Application



4.6 Please list your complete driver's history for the previous five (5) years, including pleas of *nolo contendere*.

Offense	State and County	Date	Disposition
Offense	State and County	Date	Disposition
Offense	State and County	Date	Disposition
Offense	State and County	Date	Disposition

4.7 Are there any traffic charges currently pending against you?
☐ Yes ☐ No

SECTION 5: Applicant Affirmation

Under penalty of law, I do hereby swear or affirm that all the information that I have provided herein is complete and accurate.

I will refrain from abusing alcohol or other drugs, or from using illegal drugs.

I hereby authorize the release to DDS of any information necessary for the determination of my application for Limousine Chauffeur Permits. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of obtaining requested information.

I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

Signature _____ Date _____

Sworn to and subscribed before me

this ____ day of _____ 20 ____.

(SEAL)

Notary

RC-CP-100 (09/09)



Consent for Background

Georgia Department of Driver Services Regulatory Compliance Division, 2206 East View Parkway, Conyers, GA 30013 CONSENT FOR BACKGROUND INVESTIGATION			
OFFICE USE ONLY FILE NUMBER:	OFFICE USE ONLY DATE APPLICATION RECEIVED:	OFFICE USE ONLY BACKGROUND <input type="checkbox"/> DRIVER'S HIST P F <input type="checkbox"/> CRIMINAL HIST P F	OFFICE USE ONLY
OFFICE USE ONLY			
APPLICANT TYPE: (OFFICE USE ONLY)			
<input type="checkbox"/> DUI Risk Reduction	<input type="checkbox"/> Owner	<input type="checkbox"/> Director	<input type="checkbox"/> Instructor
<input type="checkbox"/> Driver Improvement	<input type="checkbox"/> Owner	<input type="checkbox"/> Instructor	
<input type="checkbox"/> Driver Training	<input type="checkbox"/> Owner	<input type="checkbox"/> Instructor	
<input type="checkbox"/> Third Party	<input type="checkbox"/> Tester	<input type="checkbox"/> Examiner	
<input type="checkbox"/> Ignition Interlock	<input type="checkbox"/> Owner/Operator		
<input type="checkbox"/> Chauffeur			
Last Name	First Name	Middle	Date of Birth (MM/DD/YYYY)
Driver's License Number (include ALL zeros)		Issue date (Exam date)	State
Current Street Address		City and State	Zip Code
Do you hold any other driver's license(s)? Yes No		If so, list state(s) and license number(s)	
Company		Phone Number	
Address		City and State	Zip Code
Have you been convicted of, pled guilty to, pled nolo contendere to, served time, or been on probation or parole for any crime whether felony or misdemeanor, in this state, in any other state, or in the federal system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a charge(s) or court hearing pending, or are you under indictment or accusation for any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you are now charged, under indictment, or have court hearings pending for any charges, give details below:			
I hereby apply for Certification(s) to be issued by the Regulatory Compliance Division of the Department of Driver Services (DDS). I understand that my criminal history, driver's history, and legal presence will be checked. I hereby give consent for the DDS to conduct whatever investigations necessary to determine my eligibility to hold such a certificate. I understand that false, misleading, or incomplete information in my application or on this Consent Form may result in certificate denial, cancellation, suspension, or revocation, as well as possible criminal prosecution and civil action. Under penalty of perjury, I do hereby swear or affirm that the information contained within this application, and any statements made in connection therewith, are complete, true and correct.			
Signature		Date	
THIS CONSENT FORM MUST BE NOTARIZED			
Subscribed to and sworn before me:		SEAL OR STAMP	
Notary Signature		Date	
My commission expires:			
RC-900 (07/09)			



New and Improved Permit

Current Limousine Chauffeur Permit


**GEORGIA DEPARTMENT OF DRIVER SERVICES
LIMOUSINE CHAUFFEUR PERMIT**


PERMIT NO.: CP00000

NAME: IMA, GEORGIA

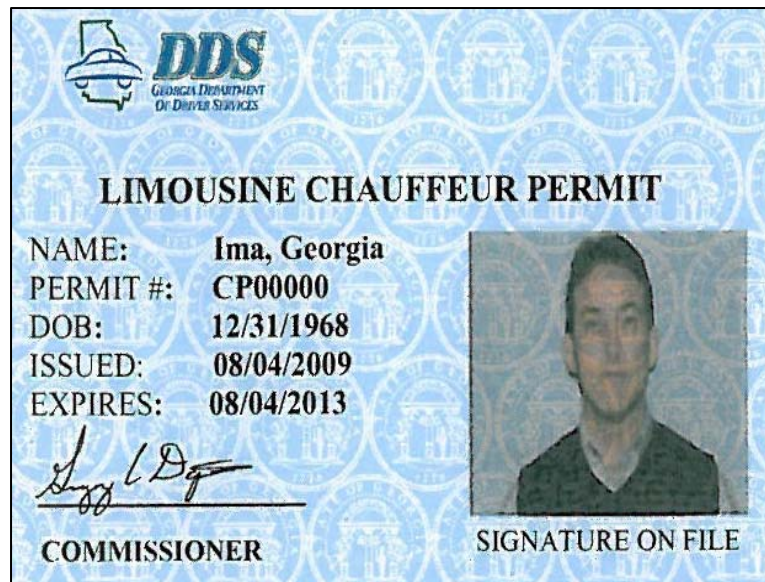
DOB: 12/31/1968

ISSUED: 8/4/2009 EXPIRES: 8/4/2013


COMMISSIONER


SIGNATURE ON FILE
SIGNATURE

Future Limousine Chauffeur Permit



Front

Future Limousine Chauffeur Permit

To verify the authenticity of this permit, please
contact DDS Monday - Friday from 8a.m. - 5 p.m.:


**Georgia Department of Driver Services
Regulatory Compliance Division
2206 East View Parkway
Conyers. GA 30013
678.413.8474**

**If this permit is found, please mail to the address
above.**

Reverse

Approval Letter





Georgia Department of Driver Services
Regulatory Compliance Division • 2206 East View Parkway • Conyers, Georgia 30013 • 678.413.8745

Date _____

Congratulations, your application for Limousine Chauffeur Permit has been approved. The enclosed Permit authorizes you to provide Chauffeur services in Georgia. Your Permit is valid for four (4) years or until it is revoked, suspended, or cancelled. Please review your Permit to ensure accuracy.

This Permit must be in your possession along with your valid driver's license while providing this service. Please visit our website at www.dds.ga.gov to download the Rules and Regulations which provide specific information about Limousine Chauffeur Program. Each carrier and/or chauffeur is responsible for knowing this material.

You must submit a new application *60 days prior* to your expiration date. All applications can be downloaded from the Department of Driver Services' website:
www.dds.ga.gov/FormsandManuals/index.aspx. Replacement or duplicate permits are \$15.

Please notify the Department in writing and provide supporting documentation if you have a change of address, name change, change in employment, or any other change that would affect the status of your Permit. If you have any questions, please contact Teresa Galbreath at 678-413-8474.

Georgia Ima
123 Anywhere Street
Loganville, GA 30052

Conversion

- **Current version of the Permit is still valid**
- **Remain valid until it expires, is suspended, revoked, or canceled**
- **Receive new permit upon renewal**
- **Duplicates and Replacements are \$15 (mail/walk-in)**
- **Expiration date remains the same on duplicates and replacements**
- **Completed applications must be submitted and approved to receive a permit with a new expiration date**



Communications Plan

Communications Plan

We will disseminate information regarding the new permit in the following ways:

- DDS Brochure
- DDS Press Release
- Email notification to carriers (provided by PSC)
- Law Enforcement Outreach (GOHS Listserv)
- Blurb in Passenger Carriers Training (PSC)
- Advisory on DDS Website
- Advisory on PSC Website
- Advisory on GLA Website
- Advisory on Bulletin Boards at Airport and APD

Implementation Date

January 4, 2010

Notification of Former Chauffeurs



Notification of Former Chauffeurs

- **Notify us via fax, mail, or email**
- **Include their name, permit #, and effective date**
- **We will remove any reference to the Carrier from our database**
- **Permit remains valid until suspended, revoked, cancelled, or expires**



Upcoming Initiatives

Processing of Applications

Issues:

- **Consents are processed in Legal and Investigative Services Unit**
- **6-8 week backlog**
- **Delay in hiring chauffeurs**
- **Impact to business revenue**

Processing of Applications

Solution:

- **Process Consents in Regulatory Compliance**
- **2 week processing time**
- **Minimal delay in hiring chauffeurs**
- **Positive impact to business revenue**

GAPS Applicant Fingerprinting

- **Effective January 1, 2009, the Georgia Bureau of Investigation no longer accepts or processes inked fingerprints (cards) for non-criminal justice applicant background investigations.**
- **Applicants that are interested in becoming a program owner, director, instructor, third-party tester, or limousine chauffeur must submit fingerprints electronically.**
- **DDS is currently utilizing the Georgia Applicant Processing System (GAPS): <http://www.ga.cogentid.com/index.htm>**
- **Information related to the GAPS process is posted on the DDS website, www.dds.ga.gov, and on RCD applications.**
- **Effective July 1, 2009, GAPS fee for a Georgia only search increased to \$33.65. The GAPS fee for a Georgia and FBI search increased to \$52.90.**

Fees

- **\$15 Application fee**
- **\$33.95 GAPS fee**
- **\$48.95 Total expense**

Cancellation of Permits

Chauffeur Cancellations

- **DDS will run a monthly query of MVRs**
- **If a DL is or has been suspended since permit was issued, we will cancel the Chauffeur Permit**
- **Mail Chauffeur a cancellation notice to the address we have on file**
- **Notice will provide instructions on how to surrender their Permit to DDS**
- **Notify the Limousine Carrier via email (if one is listed on our database)**



Implementation Date

Summer 2010



DDS Furloughs



DDS Furlough Days

- **Thursday, November 19, 2009**
- **Friday, December 18, 2009**
OR
Monday, December 28, 2009
- **Thursday, January 28, 2010**

Questions





Georgia